

Department of the Army
Headquarters, U.S. Army
Field Support Command
1 Rock Island Arsenal
Rock Island, IL 61299-6500

AFSC Regulation 690-10

14 Mar 05

Civilian Personnel

Home Marketing Incentive Payments (HMIP)

Applicability. This regulation applies to all US Army Field Support Command (AFSC) organizations and installations.

Decentralized printing. Local reproduction of this regulation is authorized.

Supplementation. Supplementation of this regulation is authorized.

Proponent. The G-1, Assistant Chief of Staff for Human Resource Management, is the proponent. Users may send comments/recommendations to AMSFS-HRC, HQ AFSC, 1 Rock Island Arsenal, Rock Island, IL 61299-6500, e-mail afsc-ofc-hrc@afsc.army.mil.

Distribution. Approved for electronic distribution from the Pubs Web page at <http://www.afsc.army.mil/im/rcdsmgt/pubs.htm>.

Superseded Publications. None.

FOR THE COMMANDER:



D. Scott Welker
Chief of Staff

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1. Purpose. This regulation establishes HMIP responsibilities. The purpose of HMIP is to reduce the Government's relocation costs by encouraging transferred employees who participate to independently and aggressively market and find a bona fide buyer for their residence.

2. References.

- a. Joint Travel Regulations, Vol. 2, Chapter 15, Part C.
- b. Department of Defense National Relocation Program (DNRP) Handbook, Section IX.
- c. Memorandum, Army Materiel Command, AMCPE-F, 8 Jan 03, subject: Delegation of Home Marketing Incentive.
- d. AFSC Form 690-8, Request for Approval for Home Marketing Incentive Payments (HMIP).

3. Responsibilities.

a. The JMC Commander, AFSC/JMC Deputy Commander, and Chief of Staff, HQ AFSC, are delegated authority to approve HMIP by the Commander, AFSC.

b. Order issuing officials will initially approve HMIP before submission to the delegated authority.

4. Procedures.

a. To be eligible for HMIP, employees must complete AFSC Form 690-8 (see Figure 1), which requires all of the following. (This form is available from the AFSC Forms Web site at <http://www.afsc.army.mil/im/rcdsmgt/forms.htm>).

(1) Enter the residence in the Department of Defense (DoD) home sale program.

(2) Independently and aggressively market the residence.

(3) Find a bona fide buyer for the residence as a result of independent marketing efforts and transfer the residence to the relocation services company through which the buyer completes the sale.

(4) Transfer the residence to Prudential Relocation, Inc., through which the buyer completes the sale.

(5) Meet any additional conditions established by the DoD component. *NOTE: The maximum home value under the DoD relocation contract for which homesale services are payable is \$500,000 unless waived by the paying activity.*

b. The HMIP must be approved separately by the order issuing official. Eligibility must be documented on the travel orders.

c. The amount of HMIP will be the lesser of:

(1) Five percent of the price the relocation service company paid for the purchase of the employee's residence.

(2) Ten thousand dollars.

(3) One-half of the savings realized from the reduced fee/expenses paid as a result of the employee finding a bona fide buyer and the sale closing.

d. Complete HMIP calculations, as described in the JTR, Chapter 15, part C, must be included with the appropriate travel voucher and reviewed by the servicing legal office for accuracy prior to submission to the appropriate finance center. *NOTE: If no savings realized, a home marketing incentive may not be paid.*

e. *The percentages shown below are for illustrative purposes only.* For example, if the employee chooses to stay with DNRP, the Government estimates that it will need to obligate 20.84% of the estimated home value for guaranteed home sale. Even if the employee elects HMIP but is unable to find a bona fide buyer for the home, they may elect to revert to the guaranteed home sale with DNRP. If the employee is authorized HMIP, the full amount must still be obligated up front based on the 20.84% of the estimated value of the home. If HMIP is authorized and the employee fulfills the conditions as stated in JTR VOL II, Chapter 15, C15102, then a different percentage will be used to calculate obligated funds; i.e., a fixed percentage of 12.43% of the value of the home. At this time, DNRP de-obligates the savings realized to the paying activity and they, in turn, will reimburse the employee their incentive payment.

Example:

Original estimated home value \$150,000.00

X 20.84%

= \$ 31,260.00 obligated amount

Adjusted obligation (HMIP) \$150,000.00

X 12.43%

= \$18,645.00

Savings to the Government: \$12,615.00 de-obligated amount

5% of home value: \$150,000.00 X 5% = \$7,500.00

In this case the employee incentive would be one-half of the \$12,615.00 (i.e., \$6,307.50) as this would be the lesser.

REQUEST FOR APPROVAL OF HOME MARKETING INCENTIVE PAYMENT (HMIP) <small>(AFSCR 690-10)</small>	
1. Employee's Name:	
2. Organization:	
3. Employee has: (please check appropriate boxes) <div style="margin-top: 10px;"> <input type="checkbox"/> Been approved for relocation services on orders. </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Entered residence in the Department of Defense Home Sale Program. </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Independently and aggressively marketed residence. </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Found a bona fide buyer for the residence. </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Transferred the residence to Prudential Relocation, Inc., through which the buyer completes the sale. </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Funding available to cover HMIP. <div style="margin-left: 20px;"> <input type="checkbox"/> AWCF <input type="checkbox"/> FMS <input type="checkbox"/> OMA <input type="checkbox"/> PA </div> </div> <div style="margin-top: 20px;"> <p>Incentive payment will be paid at 5%. Employee will receive the lesser amount of: a) \$10,000, b) 5% of the price the relocation company paid for purchase of the property, or c) one-half of the savings realized from the reduced fee paid as a result of the employee finding a bona fide buyer and the sale closing.</p> <p>If there is no savings realized, a home marketing incentive may not be paid.</p> </div>	
4. <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 20px;"> <div style="width: 40%;"> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved </div> <div style="width: 55%;"> <div style="border-bottom: 1px solid black; margin-bottom: 10px; width: 100%;"></div> <div style="text-align: center;">Commander</div> <div style="border-bottom: 1px solid black; margin-bottom: 10px; width: 100%;"></div> <div style="text-align: center;">Date</div> </div> </div>	

AFSC Form 690-8, Mar 05

Figure 1. AFSC Form 690-8 Sample